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LI 001 015

ON-THE-JOB TRAINING PROGRAM FOR LIBRARY AIDES WORKING IN QUEENS BOROUGH PUBLIC LIBRARY'S OPERATION HEAD START PICTURE BOOK PROGRAM FOR 3-5 YEAR OLDS.

Queens Borough Public Library, Jamaica, N.Y.

Spons Agency-Office of Education (DHEW), Washington, D.C. Div. of Library Services and Educational Facilities. Note-30p; Related documents are LI 001 014, a manual for the parent programs, and LI 001 016, a description of the program.

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Descriptors-*CULTURALLY DISADVANTAGED, *LIBRARY EDUCATION, LIBRARY PROGRAMS, TECHNICIANS, *ON THE JOB TRAINING, *PRESCHOOL PROGRAMS, PUBLIC LIBRARIES, STORY TELLING, SUBPROFESSIONALS, TEACHING GUIDES

Identifiers-*Operation Head Start, Queens Borough Public Library

Non-professional college graduates or undergraduates at the junior or senior level, called Library Aides, are trained for work with the Operation Head Start program through an individual on-the-job method of instruction. Each new Aide is assigned for a period of two weeks to one of four Operation Head Start Branches staffed with a children's librarian who assumes responsibility for his on-the-job orientation and training. At the conclusion of the two week orientation phase, the new Aide is permanently assigned to a Branch where he receives further training under the guidance and supervision of the Branch Librarian. This manual outlines the initial training phase and includes a training checklist and service rating form. (JB)



ON-THE-JOB TRAINING PROGRAM **FOR** LIBRARY AIDES **WORKING IN**

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE Secoffice of Education

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QUEENS BOROUGH PUBLIC LIBRARY'S OPERATION HEAD START ED 022522

PICTURE BOOK PROGRAM FOR 3-5 YEAR OLDS

funded by the LIBRARY **SERVICES** AND CONSTRUCTION ACT

QUEENS BOROUGH PUBLIC LIBRARY 89-11 MERRICK BLVD., JAMAICA, N.Y. 11432

INTRODUCTION

OPERATION HEAD START, the Queens Borough Public Library's picture book program for children aged three to five years in disadvantaged areas of the Borough, was implemented in March 1965. Initially, instruction of the Library Aides, non-professional college graduates or undergraduates at the junior or senior level who comprised the majority of OPERATION HEAD START personnel, was accomplished by the presentation of a series of formal training sessions. Subsequently, the materials used in training the Aides were compiled and published in a manual entitled A TRAINING PROGRAM FOR LIBRARY AIDES WORKING IN THE QUEENS BOROUGH PUBLIC LIBRARY'S OPERATION HEAD START PICTURE BOOK PROGRAM FOR 3-5 YEAR OLDS.

In the time that has elapsed since OPERATION HEAD START came into being, weekly picture book programs conducted in the Branch Libraries and out-agency locations serving the disadvantaged have continued to spiral upward. Thus by June 1967, 120 picture book story hours were being given weekly in contrast to the 10 programs a week offered at the outset of the project.

This tremendous expansion, coupled with the introduction of special features such as the establishment of concurrent parent programs, the provision of story hours in parks and playgounds during the summer season and the acquisition of a mobile unit called the Library-Go-Round, created a constant need for additional OPERATION HEAD START staff. To meet this need, the 14 Aides employed when the project was initiated grew to a total of 51 by the end of June 1967.

The intensive formal training program given in 1965 was highly successful in preparing the Aides for the job at hand. I owever, once a nucleus of trained Aides was available, it became increasingly apparent that individual on-the-job orientation would provide a more realistic solution to the training process. In line with this approach, an individual on-the-job method of instruction instituted in early 1966 has continued to date.

Under the existing procedure, each new Aide who is employed is assigned for a period of two weeks to one of four OPERATION HEAD START Branches staffed with a Children's Librarian who assumes responsibility for his on-the-job orientation and training. At the conclusion of the two week orientation phase, the new Aide is permanently assigned to one of the ten OPERATION HEAD START Branches where he receives further training under the guidance and supervision of the Branch Librarian.

THE ON-THE-JOB TRAINING PROGRAM which follows below is used by the aforementioned Children's Librarians who serve as initial instructors. THE TRAINING CHECKLIST FOR LIBRARY AIDES (Appendix I) and THE OPERATION HEAD START SERVICE RATING FORM (Appendix II) also play important roles in the total training process.



INDIVIDUAL ON-THE-JOB TRAINING PROGRAM FOR LIBRARY AIDES

FIRST DAY

A.M. - Time Scheduled: 2 hours

1. Welcome Aide, introduce staff and provide orientation to the physical plant.

2. Explain that Aide will receive intensive on-the-job training in this agency for a period of two weeks which will be followed by further training in the agency to which Aide has been assigned.

3. Delineate objectives and give background history of the Library's OHS program.

4. Describe OHS activities including agency and out-agency picture book programs, parent programs, quarterly paperback gift-giving ceremonies, use of audio-visual materials and other special equipment.

P.M. - Time Scheduled: 1 hour and 40 minutes

1. Introduce Welcome to the Queens Borough Public Library OHS Team, allowing time for study of leaflet and question and answer period.

2. Introduce time sheet and explain responsibility for time sheet procedure.

3. Point out staff bulletin board indicating that Aide is expected to read and initial posted materials.

4. Demonstrate charging and discharging routines.

5. Explain patron registration procedure.

SECOND DAY

A.M. - Time Scheduled: 1 hour and 40 minutes

1. Introduce basic OHS picture book collection pointing out:

a. Reasons for compiling a basic list of short simple, action stories with large clear pictures, rhythmic repetitive prose, poetry and jingles, unsophisticated concepts, humor, etc.

Purpose of grouping similar types of books to build specific themes or to develop basic concepts such as color, shapes, weather, seasons, growth, etc.

c. Use of certain types of books to stretch the child's imagination, help the child establish a positive self-

image and create an atmosphere of enjoyment, fun, gaiety, etc.

2. Introduce OHS professional collection pointing out that reading of these materials will provide:

a. Knowledge of the basic principles of book selection for young children.

b. Overview of professional story telling techniques and other story techniques such as finger games, poetry, music, etc.

P.M. - Time Scheduled: 2 hours

1. Introduce OHS phonorecord collection pointing out:

a. Content of collection.

b. Use of phonorecords in conjunction with programs.

2. Schedule study period for Aide to become familiar with basic OHS picture book, professional and phonorecord collections.

THIRD DAY

A.M. - Time Scheduled: 2 hours

1. Describe in detail techniques of planning and conducting a picture book hour.

2. Show film THE PLEASURE IS MUTUAL, allowing time for discussion.



P.M. - Time Scheduled: 1 hour and 40 minutes

1. Schedule Aide to assist with setting up of picture book hour.

2. Assign following specific duties:

a. Observe picture book hour.

b. Observe book selection period at the conclusion of the program, noting in particular reaction of children.

FOURTH DAY

A.M. - Time Scheduled: 1 hour and 40 minutes

1. Introduce OHS reporting and recording forms:

a. Forms used to register children and contact parents

b. Forms used to record attendance.

c. Forms used to record OHS circulation statistics.

d. Log book for recording stories and finger games used in programs.

e. Monthly reporting form.

2. Under supervision of a clerical assistant, schedule Aide at the circulation desk for 30 minutes to assist with charging and discharging routines.

P.M. - Time Scheduled: 2 hours

1. Assign Aide to work with OHS picture book collection and plan a complete program, including selection of three stories, finger games and appropriate music.

2. Confer with Aide during the last 30 minutes of the period to review and discuss materials selected.

FIFTH DAY

A.M. - Time Scheduled: 2 hours

1. Schedule Aide to participate in conducting a picture book program.

2. Assign following specific duties:

a. Take attendance.

b. Assist in seating children.

c. Show and tell one story.

d. Help children select books for home use.

e. Prepare all reports and records connected with the program.

P.M. - Time Scheduled: 1 hour and 40 minutes

1. Describe canvassing procedures:

a. Introduce publicity materials used in canvassing.

b. Describe methods used to reach and approach parents of young children.

2. Describe community and take Aide on a walking tour, and if possible, visit Library-Go-Round.

SIXTH DAY

A.M. - Time Scheduled: 2 hours

1. Under direct supervision and observation, schedule Aide to conduct a complete picture book hour.

2. Assign following specific duties:

a. Take attendance.

b. Seat children.

c. Show and tell three stories, using appropriate finger games and music.

d. Help children select books for home usc.

3. Confer with Aide at the conclusion of the program to discuss the session and offer constructive criticism and suggestions.



P.M. - Time Scheduled: 1 hour and 40 minutes

1. Introduce use of film and slide projectors.

2. Arrange for Audio-visual Technician to instruct Aide in all technical aspects of film projection, including threading, rewinding, etc.

SEVENTH DAY

A.M. - Time Scheduled: 2 hours

1. Describe techniques used in planning and conducting a parent program:

a. Present overview of group discussion techniques.

b. Introduce current parent program discussion topic.

c. Introduce and explain use of guidelines and other materials used in conjunction with parent programs.

2. Show film HOW TO CONDUCT A DISCUSSION, allowing time for question and answer period.

P.M. - Time Scheduled: 1 hour and 40 minutes

1. Schedule Aide to observe a parent program.

2. Schedule Aide at the circulation desk for 30 minutes.

EIGHTH DAY

A.M. - Time Scheduled: 2 hours

- 1. Schedule Aide to participate in conducting a parent program.
- 2. Assign following specific duties:
 - a. Set up program
 - b. Take attendance.
 - c. Conduct one phase of the discussion.
 - d. Record all statistics in connection with the program.

P.M. - Time Scheduled: 1 hour and 40 minutes

1. Assign Aide to work with guidelines and plan a complete parent program.

2. Confer with Aide during the last 30 minutes of the period to review and discuss proposed program plans.

NINTH DAY

A.M. - Time Scheduled: 2 hours

- 1. Under direct supervision and observation, schedule Aide to conduct a complete parent program.
- 2. Assign following specific duties:
 - a. Set up program.
 - b. Conduct discussion.

c. Prepare all records connected with the program.

3. Confer with Aide at the conclusion of the program to discuss the session and offer constructive criticism and suggestions.

P.M. · Time Scheduled: 1 hour and 40 minutes

1. Schedule Aide to attend and observe an out-agency program.

2. Assign Aide to prepare all reports and records connected with the program.

TENTH DAY

A.M. - Time Scheduled: 1 hr and 40 min.

- 1. Assign Aide to observe and participate in a picture book program in which a film is used.
- 2. Assign Aide to help children select books for home use.

P.M. - Time Scheduled: 2 hours

- 1. Confer with Aide to review work covered in the two-week orientation phase using the training checklist to point out areas in which additional training will be provided.
- 2. Introduce service rating form explaining that Aide will receive a formal rating upon completion of the first two months of employment.
- 3. Describe briefly agency to which Aide has been assigned.

LIST OF APPENDICES

Appendix I	Training Checklist tor Library Aides
Appendix II	Operation Head Start Service Rating Report
Appendix III	Operation Head Start Employee Leaflet
Appendix IV	Analysis of Backgrounds of Operation Head Start
	Library Aides from February 1965 - June 1967
Appendix V	Current Operating and Reporting Forms



APPENDIX I - TRAINING CHECKLIST FOR LIBRARY AIDES

The training checklist is a record of training received by the Library Aide in the initial two-week orientation phase and in the subsequent period prior to the preparation of the first service rating report. Note that the checklist is <u>not</u> a rating but simply an indication of the training the Library Aide has had.

At the end of the two-week orientation phase, the supervisor responsible for the initial training should check (*/) in column 1 the items covered in this period and indicate on the comment sheet those areas requiring additional or concentrated attention. (For further explanation of entries, see comment sheet which follows checklist.) The checklist should then be forwarded to the branch librarian of the agency to which the Library Aide has been assigned. The branch librarian should use the checklist as a guide in providing further training, and before preparing the first service rating report, should check in column 2 the items covered in the second training phase. After the rating conference has been held, the checklist should be kept on file in the branch. In the event that the Library Aide resigns, the checklist should be sent to the Project Director.

32.00				
Name		Date_		
Last	First			
	Agency	Inclusive Date	es Training	Supervisor
Two-Week Orientation Phase				
Second Training Phase				
		•		
BOOK COLLECTION			1	2
Knowledge of: 1. OHS picture book co	llection			
2. OHS professional co	llection			
3. Branch picture book	collection		-	
PICTURE BOOK PROGRAMS				
Knowledge of: 4. Techniques of condu	acting picture	book hours		
5. Other story technic verses and songs, of etc.	ques such as fi iramatization	inger games, of stories,		



APPENDIX I - (Continued)

pyberre	ance in:	i i	2
6.	Observing branch picture book hours		
7.	Planning and conducting picture book hours		
8.	Maintaining discipline		
9.	Assisting children and parents in the selection of picture books for home use		
PARENT PROGRA	AMS		
Knowledg	ge of: Group discussion techniques		
11.	Parent program guidelines	·	
Experier 12.	nce in: Observing and participating in branch parent programs		
13.	Conducting parent programs		
AUDIO-VISUAL	MATERIALS		
Knowled	ge of: Phonorecord collection		
15.	Flannel board equipment		
16.	Techniques of using audio-visual materials in conjunction with picture book hours		ABOTTO AND
	tion and experience in:		
	Operating film and slide projectors		
18.	Threading film projector		
19.	Rewinding film		
CANVASSING PR	OCEDURES		
Knowledg 20.	ge of: Methods used in reaching and approach- ing parents of pre-schoolers		
21.	Neighborhood served by branch		
22.	Types of publicity materials		



CANVASSING PROCEDURES - (Continued)

Participation in:

- 23. Making contacts with local community organizations
- 24. Neighborhood door-to-door canvassing

REPORTS AND RECORDS

- 25. Time sheets
- 26. Recording picture book hour statistics
- 27. Recording parent programs statistics
- 28. Preparing OHS monthly report
- 29. Maintaining log and attendance books
- 30. Maintaining canvassing reports
- 31. Preparing film requests

SERVICE DESK ROUTINES

- 32. Setting up desk
- 33. Charging and discharging books
- 34. Taking registration
- 35. Compiling OHS circulation statistics

BRANCH ROUTINES

- 36. Alphabetizing catalog cards
- 37. Filing above rod
- 38. Checking in new books
- 39. Setting up displays
- 40. Shelving and revising picture book collection



COMMENT SHEET: TWO-WEEK ORIENTATION PHASE

Directions: For any item on the checklist which needs explaining, indicate the number in the item column and the explanation in the comment column. Use reverse side and attach extra sheets if necessary.

Examp1e		
	Uses imaginat needs to deve	tion in planning picture book hours but elop skill in holding attention of children.
	·	
ITEM		COMMENT



September '67

APPENDIX II - OPERATION HEAD START SERVICE RATING REPORT

QUEENS BOROUGH PUBLIC LIBRARY

SERVICE RATING REPORT - Operation Head Start 605-4a (17)	QUEENS BOROUGH PUBLIC LIBRARY
APPLIES TO THE PERSON BEING RATED. WHERE NECESSAR MEANING REQUIRED. REVIEW CHECKING BEFORE INDICATI	CTION 1. CHECK (P) EACH ITEM IN SECTION 2 WHICH IN YOUR OPINION RY MODIFY THE WORDING IN ANY BOX TO EXPRESS THE EXACT SHADE OF ING TOTAL EVALUATION IN SECTION 3. CONFER WITH THE OHS PROJECT NING SIGNATURE OF, PERSON BEING RATED. FORWARD TO APPROPRIATE
I. INFORMATIONAL	
NAME LAST AGENCY POSITION	FIRST
DUTIES:	



APPENDIX II - (Continued)

) FVALUATION				
. EVALUATION			CURRIENTS CHIRELINES	USES LITTLE IMAGINATION
LANS PICTURE BOOK HOURS KILLFULLY, IMAGINATIVE- Y AND INTELLIGENTLY		MAINTAINS A SATISFACTORY RELATIONSHIP WITH PARENTS	501121112111	OR CREATIVITY IN PLANNING PICTURE BOOK HOURS
		A SKILLFUL AND ENTHUSI- ASTIC RECRUITER		SHOWS SYMPATHETIC UNDER- STANDING OF AND INTEREST IN CHILDREN
A TALENTED STORYTELLER. CHILDREN ARE ENTHRALLED BY HIS DELIVERY	RARELY MAKES SUGGESTIONS TO IMPROVE OHS PROGRAMS	CONTROLS CHILDREN IN A DOMINEERING OR PUNITIVE MANNER	HAS UNUSUAL CAPACITY FOR WINNING AND HOLDING RE-SPECT OF PARENTS	PERFORMS RECRUITING DU- TIES SATISFACTORILY AND ACHIEVES ADEQUATE RESULTS
PLAYS FAVORITES WITH INDIVIDUAL PARENTS IN A GROUP SITUATION	A POOR STORYTELLER. LACK OF SELF-CONFIDENCE CAUSES CHILDREN TO LOSE INTEREST	SHOWS GENUINE INTEREST IN DEPRIVED PEOPLE	SHOWS SOME ABILITY TO LEAD PARENT DISCUSSION GROUPS	FREQUENTLY BRINGS IN EXTRA MATERIALS TO EN-HANCE OHS PROGRAMS
RECOGNIZES THE OBVIOUS COMMUNITY NEEDS AND IN- TERESTS	HAS AN ADEQUATE KNOWL- EDGE OF THE BASIC PIC- TURE BOOK COLLECTION	A RELUCTANT RECRUITER. LACKS SKILL IN APPLYING RECRUITING TECHNIQUES	A GOOD DISCUSSION LEADER. THOROUGHLY RESPECTED BY PARENTS	PUTS FORTH AN EFFORT TO IMPROVE HIS STORYTELLING TECHNIQUES
PLANS PICTURE BOOK HOURS	FREQUENTLY MAKES ERRORS IN PREPARING OHS RECORDS AND REPORTS	IDENTIFIES CLOSELY WITH THE PHILOSOPHY AND AIMS OF OHS	MAKES LITTLE EFFORT TO USE GUIDELINES IN PRE- PARING AND PRESENTING PARENT PROGRAMS	PERFORMS BRANCH ROUTINES AND OHS DUTIES WITH THE SAME DEGREE OF ENTHUSIASM
HAS UNUSUAL ABILITY TO INTEREST CHILDREN AND TO GAIN THEIR CONFIDENCE AND RESPECT	MAKES ADEQUATE USE OF GUIDELINES IN PREPARING AND PRESENTING PARENT PROGRAMS	HAS POOR RAPPORT WITH CHILDREN	KNOWS LITTLE ABOUT PEO- PLE OF THE COMMUNITY OR THEIR INTERESTS	
DISPLAYS A WILLINGNESS TO GO WELL BEYOND MINI- MUM REQUIREMENTS IN REN- DERING SERVICE	PICTURE BOOK COLLECTION	MAKES CONSTRUCTIVE AND VALUABLE SUGGESTIONS TO IMPROVE OHS PROGRAMS		- PREPARES OHS RECORDS AND REPORTS ACCURATELY AND PAYS CAREFUL ATTENTION TO DETAILS



APPENDIX II - (Continued)

2. EVALUATION (con't.)			
STAYS WITHIN HIS	PERFORMS ASSIGNED BRANCH ROUTINES SATISFACTORILY	WORKS STEADILY. HAS A GOOD ATTITUDE TOWARD WORK	TENDS TO AVOID RESPONSIBILITY	PERFORMS BRANCH ROUTINES READILY AND WITH A MINI- MUM OF SUPERVISION
HANDLES RESPONSIBILITY ADEQUATELY	APPEARANCE	FINDS IT DIFFICULT TO KEEP HOME PROBLEMS OUT OF WORK	NEEDS TO DEVELOP A MORE COOPERATIVE ATTITUDE TOWARD HIS CO-WORKERS	KEEPS HOME PROBLEMS OUT OF HIS WORK
RESISTS AUTHORITY	USUALLY BUDGETS HIS TIME WELL	HABITUALLY TARDY	WELCOMES CRITICISM AND ACTS UPON IT	WILLINGLY COOPERATES WITH CO-WORKERS TO KEEP BRANCH OPERATING
IS INCLINED TO BE LAZY	LACKS STAMINA. HAS POOR HEALTH	GENERALLY ACCEPTS CRITICISM	PUNCTUAL	WILLINGLY ACCEPTS RESPONSIBILITY
SHOWS LITTLE INTEREST IN BRANCH ROUTINES	DRESSES APPROPRIATELY	USUALLY KEEPS OHS RE- CORDS UP TO DATE	TAKES OFFENSE AT CON- STRUCTIVE CRITICISM	APPEARANCE REFLECTS POOR GROOMING
HAS GOOD ENDURANCE. IS RARELY ILL	HEALTH FAIR. WORK NOT AFFECTED ADVERSELY			



PPENDIX II - (Continued)

B. SUMMARY AND COMMENTS	
· ·	ADDITIONAL COMMENT:
TOTAL EVALUATION	
TOTAL LYMEUM FIUN	
VERY GOOD	
GOOD	
UNSATISFACTORY	
UNDATESTACIONT	RATER TITLE
EMPLOYEE: THIS REPORT HAS BEEN	N DISCUSSED WITH ME. MY SIGNATURE DOES NOT NECESSARILY MEAN THAT I AGREE WITH THE REPORT.
COMMENT: (OPTIONAL)	
COMMENT: (OPITONAL)	
	SIGNATURE OF EMPLOYEE
4. ROUTING AND COMMENTS (a	ttach extra sheets if necessary)
	COMMENT:
AGENOW DE LO	
AGENCY HEAD	
DATE	
	COMMENT:
OHS PROJECT DIREC	אטו:
DATE	
	COMMENT:
DEPARTMENT HE	.AU
DATE	
DATE	•
1	13



WELCOM

TO THE

QUEENS BOROUGH PUBLIC LIBRARY

PERATION EAD S

Routine:

- 1. Maintaining attendance
 - a. by checking on absentees
 - b. by sending postals to absentees
- 2. Keeping registration file and attendance records for the OPERATION HEAD START story hours and parent program
- 3. Keeping statistical and evaluation records
- 4. Recording picture book story hours and parent programs
- 5. Charging and discharging books for OPERATION HEAD START registrants

YOUR BRANCH RESPONSIBILITIES AND DUTIES

- 1. Servicing the Circulation Desk including setting up the desk, charging and discharging books, registering readers and performing related routines.
- 2. Shelving and revising the Picture Book Collection

You may be assigned other duties at the discretion of your You may be assigned other duties at the discretion of your branch supervisors. Such duties will vary depending upon the size of the regular and OPERATION HEAD START staff, the number of OPERATION HEAD START programs, and the size and the size and the branch. These duties may include: and use made of the branch. These duties may include:

- 1. Alphabetizing catalog cards
 2. Filing shelf list and catalog cards above the rod
- 3. Checking in new books
- 4. Setting up displays

YOUR EMPLOYEE STATUS

- PAY DAYS- Library employees are paid by check twice a month. No advances against salary are made.
- WORK WEEK OPERATION HEAD START staff members usually work 4 hours a day 20 hours a week. A daily twenty minute lunch period is provided within this schedule. A staff member who cannot report for work must notify his immediate member who cannot report for work must notify his immediate supervisor at once or OPERATION HEAD START Director if the Branch person cannot be reached.

Now you have joined the staff of the Queens Borough Public Now you have joined the start of the Queens norough Fubic Library, the fifth largest library system in the country in terms of books lent for home use and sixth largest in size of population served. Our administration and staff are pleased that you have decided to work with us in our special OPERATION HEAD START program for pre-school children aged three to five years. As you program for pre-school children aged three to five years. As you know, the project is funded by the Federal Government through the Library Services and Construction Act to provide picture book story hours for children in ten neighborhood libraries in Queens. Starting August 1967, a motor vehicle called the LIBRARY-GO. ROUND will carry the programs to 11 other Queens locations.

You enjoy the same rights and carry the same responsibilities as regular library employees. You are under the immediate direction of your branch supervisors, who function under a Regional Librarian and within the framework of the Library's Extension Services Department.

As a Library Aide, your primary functions are to plan, prepare and conduct Picture Book Story Hours, and lead Parent Discussion Groups. The degree to which you participate in leading Parent Programs is dependent upon individual branch requirements.

YOUR OPERATION HEAD START RESPONSIBILITIES AND DUTIES

Major:

- 1. Familiarizing yourself with the total picture book collection and selecting books for OPERATION HEAD START story hour registrants
- 2. Planning and conducting OPERATION HEAD START Picture Book Story Hours
- 3. Recruiting children for the OPERATION HEAD START Picture Book Story Hours
 - a. by distribution of publicity materials b. by community canvassing and contact
 - 4. Conducting Parent Programs as required
- 8. TIME SHEETS OPERATION HEAD START Aides keep a record of the hours worked. These time sheets show the time of arrival, departure, overtime, lost time, ill time, etc. They are approved by the Branch Supervisor and forwarded to the Personnel Department.
- 4. HOLIDAYS All agencies are closed on legal holidays. The Library grants eleven holidays with pay: New Year's Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day and Christmas Day. Time granted for holidays varies according to the schedule worked; 20 hour workers are granted four hours.
- SICK LEAVE Sick leave accrues at the rate of one day for each month worked. For a personal illness absence of more than three consecutive workdays, a physician's certificate must accompany the time sheet.
- 6. LEAVE WITHOUT PAY Leave requests are granted to OPERATION HEAD START staff only if operation of the program is not adversely affected. Leave requests are treated on an individual basis, and normally may not exceed 10 days.
- 7. RATINGS Work performance is evaluated bi-monthly for the first six months of employment and annually thereafter.
- 8. RESIGNATIONS All OPERATION HEAD START staff are expected to give notice of intention to resign one month in advance of effective date. Letters of resignation should be addressed and sent to the Director.

QUEENS BOROUGH PUBLIC LIBRARY

89-11 Merrick Boulevard, Jamaica, N.Y. 11432 RE 9-1900

APPENDIX IV

ANALYSIS OF BACKGROUNDS OF OPERATION HEAD START LIBRARY AIDES February 1965 - June 1967

0

EDUCATION

1. Junior and Senior College Students * 2. College Graduates	25 72
Total	97

*Of the college graduates 5 have Master's Degrees and 9 are taking courses leading to the Master's Degree.

RELATED SUBJECT BACKGROUNDS

7 A.	2
1. Art 2. Education	32
	1
3. Italian	$ar{2}$
4. Library Science (Undergraduate courses)	4
5. Music	-7
6. Psychology	
7. Sociology	14
8. Spanish	1

PAST EXPERIENCE

1.	Work with School Age Children	20 19
2.	Work with Pre-School Children	12



APPENDIX V CURRENT OPERATING AND REPORTING FORMS

- 1. Forms used to register children and contact parents.
- 2. Monthly Reporting Form.
- 3. Monthly Progress Report on Total Project.
- 4. Running Record for Programs Being Held.
- 5. Reporting Forms for Mobile Unit (Library-Go-Round).
- 6. Covering Letter and Questionnaire for Parents on Progress of Library's Head Start Children Now in School.



1. FORMS USED TO REGISTER CHILDREN AND CONTACT PARENTS

QUEENS BOROUGH PIIBLIC L'IBRARY OPERATION HEAD START REGISTRATION FORM	QUEENS BOROUGH PUBLIC LIBRARY
CHILD'S NAME (LAST NAME FIRST)	
BIRTH DATE GROUP ASSIGNED	OPERATION HEAD START
PARENTS NAME	This is to notify you that heen assigned to the picture book hour that is held on
ADDRESS	at
SOURCE OF CONTACT	seeing your child at this time
PREFERRED TIME DATE REGISTERED	
OHS 1 (95)	OHS-2 (95)

QUEENS BOROUGH PUBLIC LIBRARY	10	QUEENS BOROUGH PUBLIC LIBRARY	
OPERATION HEAD START		OPERATION HEAD START	
Dear			
We missedat the picture book program. Please let us know by checking and mail- ing back the attached postcard whether or not	Will attend	future nicture book programs.	□ Will NOT attend
will be attending future programs.	ons-3 (95)		
CARD	OATO RETIIRN POSTAL	ARD	

		OPE	RAT	ION	HEA	AD S	STAF	RT M	ONTH	ILY	REF	ORT	-				QUE	EENS	в вс	ROU	GH F	PUBLI	C LI	BRARY	
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0107	run.		200	V D	DAG	· D A	MC									_									
PICT	UK	<u>E.</u> <u>E</u>	300	K P	RUG	KA	<u>M 2</u>	_	.						-			_							
NUMI	3ER	OF N	vew i	REGI	STRA	NTS:																BER OF BRANCH		RAMS:	
				BER																		AGENC			
REG	STR	ANT	s TO	DAT	E:																	s.			•
CAN	CELL	ED I	PROG	RAMS	:		-					_								_	TOTA	\L			
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~ · · · · · ·									ΑΥ, \																USE♥
WEEK >															WEE				VEEK		no	TOT	ALS OUT-		
DAY	BRA	NCH	OUT-	nuc	BR/	ANCH	OUT	DUC	BRAN	CH P M	OUT-	DUC	BRA A M	P.M.	001. AGY	PHC			OUT.					P.H.S.	
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CONJUNCTION WITH ALL PROGRAMS

(INCLUDES BOOK-RACK FIGURES).

JUVENILE

TOTAL

ADENIT PROCEDURE FORMAL	PARENT PROGRAMS - INFORMAL
ARENT PROGRAMS - FORMAL SUBJECT:	TOPIC:
OBJEC1:	
SPEAKER'S NAME & AFFILIATION:	
SPEAKER'S NAME & AFFICIATION.	
FILM TITLE:	
SUBJECT:	TOPIC:
2	
SPEAKER'S NAME & AFFILIATION:	
	TOPIC:
FILM TITLE:	
NUMBER OF PROGRAMS	
WEEK FORMAL INFORMAL	AND DEASONS.
1 ST PROGRAMS CANCELLED, A	AIND LEWOOMS:
2ND	
3RD	
4TH HUMAN INTEREST INCIDE	ENTS (SHOWING AWAKENED OR INCREASED INTEREST OR PARTICIPATION BY
TOTAL S CHILDREN OR PARENTS. DO	ON'T HESITATE TO USE SIMILAR KINDS OF INCIDENTS REPEATEDLY, SO LONG
AS THE PEOPLE INVOLVED	ARE DIFFERENT. IF NECESSARY, USE AN EXTRA SHEET.):
	PERIENISHED
PUBLICITY TOOLS - INDICATE STOCK WHICH NEEDS TO BE	REPLENISHED:
RECOMMENDATIONS IN GENERAL:	
RECOMMENCE TO THE SECOND OF TH	
DATE	BRANCH LIBRARIAN



3. MONTHLY PROGRESS REPORT ON TOTAL PROJECT

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Full Text Provided by ERIC

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4. RUNNING RECORD FOR PROGRAMS BEING HELD

Picture Book Program Schedule

					Ogsam Dea		Date			
	A	Вр	С	Du	Nb	Qъ	Rb	. 8a	sj	8:
MONDAY A.M.										
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A.M.			i							
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5. REPORTING FORMS FOR MOBILE UNIT (LIBRARY-GO-ROUND)

QUEENS BOROUGH PUBLIC LIBRARY Operation Head Start

		DATE:
Library-G	o-Round	Initial Daily Reporting Form
AREA	SPECIFIC LOCATION_	DAY & TIME
COMPOSITION OF USERS:	Predominantly Negro Adult Foreign Speaking-	Predominantly WhiteIntegratedItalianSpanishOther
COMMUNITY ATTITUDES:	Describe any situations	that reflect pro or con reactions:
CONTACTS - ORGANIZATIO	ONS, GROUPS, INDIVIDUALS,	PHS: List names and/or groups:
NATURE OF ADULT USE: I	ist informational questic	ns answered:
List req	uests for services or mate	erials beyond resources:



5. Reporting Forms For Mobile Unit (Continued)

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STATISTICS: Total number of children and adults who entered	
Fotal number of picture book programs : number of tl	number of these conducted outside
Total attendance at picture book programs	
Number of referrals to QBPL agencies	
Books circulated: Juvenile Adult Total	
FOR OFFICE USE ONLY: Evaluation of adult circulation	



5. Reporting Forms For Mobile Unit (Continued)

LIBRARY-GO-ROUND

Operation Head Start

TONIATA OTRAO I MOOMOA CHAROÀ

WEEKLY REPORTING FORM

Week of

__196___

AREA AND STOP	Number of Books Circulated	of	·		Number of Picture Book	Attendance at Picture Book
ATETA	- Juvenile	Adult	Total	Number of Patrons	Programs	Programs
BAISLEI PAKK						
Snore Avenue q Sucpitin bivu.						
CORONA-EAST ELMHURST 98th Street & Astoria Blvd.						
103 Street & Northern Blvd.						
ONG ISLAND CITY Main Avenue & Vernon Blvd.						
45th Road & 21st Street			Ì			
ঞ						
B. 82 Street & Beach Channel Drive (known as Hammels Blvd. from Beach 81-83 Streets)						
SOUTH JAMAICA 159th Street & 109 Avenue						
Inwood Street & Liberty Ave.						
SOUTH OZONE PARK						
140 Street & Rockaway Blvd.						
SPRINGFIELD GARDENS (fringe of St. Albans) Nellis St. & Farmers Blvd.						•



5. Reporting Forms For Mobile Unit (Continued)

QUEENS BOROUGH PUBLIC LIBRARY

Operation Head Start

LIBRARY-GO-ROUND

MONTHLY REPORTING FORM

196

Month

TOTAL MONTHLY STATISTICS (11 stops)	CUMULATION TO DATE (11 stops)
Number of books circulated: Juvenile Adult Total	Number of books circulated: Juvenile Adult Total
Number of patrons	Number of patrons
Number of picture book programs	Number of picture book programs
Attendance at picture book programs	Attendance at picture book programs

MONTHLY STATISTICS			Corona -	1a -	Long Island	sland	Rockaway		South		South	ı r r	Springfield Gdns. (Sa)	field (Sa)
BY AKEA	baisley rark	Park	East Ellinurst	IIIIIIII Sr	CIC		חרמכזו		7.7	,		Ţ		
	Month Cumul. Month Cumul	umul.	Month	Cumul.	Month Cumul.	Cumul.	Month	Cumu1.	Month Cumul. Month Cumul.	. Tumu	Month	Cumui.	Month Camar	Total
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Number of books	├ ─													
circulated:					•									
Juvenile														
Adult														
Total									-					
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Number of	•	_												
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(Continued)
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5. Rep

5. Reporting Forms For Mobile Unit (Continued)	-	•		Attendance at	esc:
-9		Number of	Number or Picture Book Prog.		8
Books Circulate	Cumulative	Monthly Cumul.	1 ×	Monthly Cumul	
Monthly	1 Adv1+ Total	Total Total	Total Total	Total Total	.1
BY AREA AND STOP Juv. Adult 10tal Juv.	Adult	-			
Area and Stop				-	
BAISLEY PARK		-			
Shore Avenue & Sutphin Blvd.					
CORONA-EAST ELMHURST					
103 Street & Northern Blvd.					
LONG ISLAND CITY					
Main Avenue & Vernon Blvd.					1
45th Road & 21st Street					
47th Road & Vernon Blvd.					
ROCKAWAY BEACH B. 82 Street & Beach Channel Drive (known as Hammels Blvd. from Beach 81-83 Streets)					
SOUTH JAMAICA 159th Street & 109 Avenue					
Inwood Street & Liberty Ave.					
SOUTH OZONE PARK 140 Street & Rockaway Blvd.					
SPRINGFIELD GARDENS (fringe of					
Nellis St. & Farmers Blvd.					
	36			•	



6. COVERING LETTER AND QUESTIONNAIRE FOR PARENTS
ON PROGRESS OF LIBRARY'S OPERATION HEAD START CHILDREN NOW IN SCHOOL.



REpublic 9-1900

HAROLD W. TUCKER - CHIEF LIBRARIAN

Dear Parent:

Our registration files show that your child who attended the Library's OPERATION HEAD START program is now in school. We should, therefore, appreciate your answering a few questions about his school progress.

It is not necessary for you to sign your name or your child's name since this is not a personal record. However, your answers to the questions on the enclosed sheet will help us find out how successful our program has been and how we may improve it in the future.

by______1967, in the envelope provided.

Thank you for your cooperation.

Sincerely yours,
THE LIBRARIAN



Progress Of Library's Operation Head Start Children Now In School

	į.	He wants to read	by himse	e than the older children If more than the older children ading than the older children
	the older children	to the Library more often than Yes No		is he adjusted to school routines and learning more ickly than the older children? About the same Not as quickly More quickly
1.		s more than the older children? Yes No	3. Ha	About the same More quickly Not as quickly
	How does the scho of your older child			TION HEAD START program compare with that
		Same as children his age Not as well as children his age Better than children his age		USE THE BACK OF THIS SHEET TO WRITE YOUR COMMENTS.
4.	How clearly and with teacher and	After a few weeks Not yet readily does he talk in school children?	8.	— Has some value — Has no value Please tell us in what ways this program is helpful, or how it could be improved.
3.	and playing with	other children? The first day After a few days	7.	How worth while is the Library's OPERATION HEAD START for preschoolers? Has great value
	How soon did he	The first day After a few days After a few weeks Not yet make friends and enjoy working		A little Agreat deal Not at all Don't know
2.	How soon did he	— Kindergarten — 1st grade — 2nd grade begin to like going to school?	6.	Below average Don't know Has the Library's OPERATION HEAD START helped your child adjust to school?
1.		_	ე.	— Average Better than average



